

State of Nevada B&I: Occupational Safety and Health Enforcement Section

Version Date: 09/18/2013

1999093 Accident and Fatality Case Files

Reviewed: 10/08/2003

Description: This record series documents investigations conducted by OSHES of reports which resulted in employee death or injury. The files may contain, but are not limited to: OSHA and OSHES forms; Investigative reports with associated documents and; Related correspondence

Retention: Retain this record series for a period of ten (10) calendar years from the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

1999105 Asbestos Control Project Database

Reviewed: 09/09/1999

Description: This database is used administratively to keep track of asbestos control projects (see NRS 618.765 (2)). It contains basic information on the projects, including but not limited to: contractors name, address, telephone number, fees paid, beginning and end dates, site location, etc.

Retention: Review on a continuous basis, disposing of data which is no longer administratively useful or which duplicates data maintained elsewhere.

Disposition: Destroy

1999100 Asbestos Declaratory Orders

Reviewed: 09/09/1999

Description: This record series documents the issuance of orders determining whether an abatement project is or is not an asbestos control project (See NAC 618.952). The files may contain, but are not limited to: Petition with backup documents; Numbered declaratory order and; Related correspondence

Retention: Retain these records for a period of thirty (30) calendar years from the year of the order.

Disposition: Destroy

1999101 Asbestos Disciplinary Files

Reviewed: 09/09/1999

Description: This records series documents the disciplinary process for license and certificate holders (see NAC 618.835 to 618.850). The files may include, but are not limited to: Letters of complaint; Investigative records; Hearing documentation and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the resolution and/or disposition of a case.

Disposition: Destroy Securely

1999098 Asbestos License Database

Reviewed: 09/09/1999

Description: This database is used administratively to keep track of license holders, print out mailing lists & labels and similar functions. It contains basic information on license holders such as: name, address, telephone number, fees paid, application & expiration dates, etc.

Retention: Review on a continuous basis, disposing of data which is no longer administratively useful or which duplicates data maintained elsewhere.

Disposition: Permanent: Transfer to State Archives

1999097 Asbestos License Files

Reviewed: 09/09/1999

Description: This record series document the process of licensing contractors, consultants, supervisors and workmen dealing with asbestos control (See NRS 618.750 to 618.850). The files may include, but are not limited to: Application with associated documentation; Fiscal records (billing notices, receipts, etc.); Supplemental information, including insurance verification, employment summary, written safety programs, procedures manuals, respiratory protection program, medical program, etc. and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the expiration of the license.

Disposition: Destroy

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1999099 Asbestos Project Notification Files

Reviewed: 09/09/1999

Description: This record series documents asbestos control projects (See NRS 618.765 #2). It contains basic information on the projects, including but not limited to: Contractors name and contact information; Fees paid (dates, etc.); Project beginning and end dates; Site location; OSHES Form ACP-5 Asbestos Abatement Notification Form and revisions ; Acceptance of Asbestos Abatement Project; Fiscal records (including copies of checks, receipts, etc.) and; Related correspondence

Retention: Retain these records for a period of thirty (30) calendar years from the completion of a project.

Disposition: Destroy

2003087 CASPA Files (Complaints Against State Administration Programs)

Reviewed: 10/08/2003

Description: This record series documents investigations conducted by the Federal Occupational Safety and Health Administration into the State OSHA Program due to complaints by individuals or employers in accordance with 29 CFR 1954.20. The files may contain, but is not limited to: OSHA and OSHES forms; Copies of claims files; Copies of investigative reports with supportive documents and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1999102 Compliance Unit Case Files

Reviewed: 09/09/1999

Description: This record series contains individual case file reports generated by an inspection of an employer's establishment, as a result of employee complaints, referrals from another agency by the division (fire marshal, fire/police dept., etc.), or scheduled inspections by the division. The files may contain, but are not limited to: Investigative documents (including OSHA forms and reports); Copies of legal documents; Hearings before the State Occupational Safety and Health Review Board and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years from the close of the case.

Disposition: Destroy Securely

1999095 Mechanical Unit Inspection Files

Reviewed: 09/09/1999

Description: This record series records documents the inspections of elevators, escalators, boilers, pressure vessels, and other related equipment through the life of the object. The files may contain, but are not limited to: Inspection reports with supportive records; OSHA and OSHES forms and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years from the close of the date of inspection.

Disposition: Destroy Securely

2003137 OSH (Occupational Safety and Health) Annual Survey: Census of Fatal Occupational Injuries Program

Reviewed: 10/08/2003

Description: This record series documents the requirements to report statistics found in 29 USC 673 and 29 CFR 1904.37 for fatal occupational injuries. The state files may contain, but are not limited to: (a) OSHA guidelines and instruction manuals (such as "CFOI State Operating Manual"), correspondence, state program documentation, tabulations, worksheets, summary estimates and employer submitted data (see 29 CFR 1904.39 and 1904.40) and; (b) statistical summaries, research data and data in electronic format (in house database).

Retention: Retain those records outlined in (a) for a period of three (3) federal fiscal years from the end of the federal fiscal year to which they pertain. Records described under (b) may be retained as long as administratively useful to carry out the functions of the Statistical Collection Program.

Disposition: Destroy Securely

2003136 OSH (Occupational Safety and Health) Annual Survey: Survey of Occupational Illness and Injuries

Reviewed: 10/08/2003

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Description: This record series documents the requirements to report statistics found in 29 U.S.C. § 673 and 29 CFR 1904.37 for occupational illnesses and injuries. The files may contain, but are not limited to: (a) OSHA guidelines and instruction manuals (such as "Record Keeping Guidelines"), OSHA form 200-S "Survey of Occupational Illnesses and Injuries," OSHA form 300 "Log and Summary of Occupational Illnesses and Injuries," original survey forms, data collection booklets, survey documentation, correspondence, state program documentation, technical memoranda, paper listings, tabulations, worksheets, summary estimates and employer submitted data and; (b) reports analyzing OSH data, published OSH data (press releases, etc.), summaries, bulletins and data in electronic format (in house database).

Retention: Retain those records outlined in (a) for a period of three (3) federal fiscal years from the end of the federal fiscal year to which they pertain. Records described under (b) may be retained as long as administratively useful to carry out the functions of the Statistical Collection Program.

Disposition: Destroy

2003138 OSHA Log Data Collection Initiative (LDCI) Files

Reviewed: 10/08/2003

Description: This record series documents the Log Data Collection Initiative on occupational illnesses and injuries in high hazard industries. The state files may contain, but are not limited to: (a) "OSHA Log Data Collection Initiative Manual", correspondence, post office returns, mailing lists, weekly summary reports and employer submitted data (see 29 CFR 1904.40) and; (b) statistical summaries and data in electronic format (in house database).

Retention: Retain those records outlined in (a) for a period of three (3) federal fiscal years from the end of the federal fiscal year to which they pertain. Records described under (b) may be retained as long as administratively useful to carry out the functions of the Statistical Collection Program.

Disposition: Destroy Securely

1999096 OSHES Discrimination Case Files

Reviewed: 10/08/2003

Description: This records series contains individual case file reports generated by an employee's charge of discrimination(See NRS 618.445). These files may contain, but are not limited to: Complaint with associated records; Investigative documentation; OSHES employer history and; Determination documentation

Retention: Retain these records for a period of three (3) calendar years from the close of the case

Disposition: Permanent: Transfer to State Archives